



**Missouri
Department of
Natural Resources**

Emissions Banking And Trading Application Instructions

1. Please provide all of the information requested in the application.
2. The purposes of each section on the application are briefly defined as follows:
 - a. Notice and Certification of Generation is used to report the generation of new ERCs.
 - b. Notice of Intent to Use ERCs is used to report the intent to use ERCs at an installation.
 - c. Notice of Withdrawal is used to withdraw ERCs from the Banking and Trading program (i.e., withdrawn ERCs are retired and no longer available for use or transfer).
 - d. Notice of Transfer is used to trade or sell ERCs from one account holder to another. Both account holders (trading and receiving) must submit transfer forms to complete the transfer.
3. If this is a Notice and Certification of Generation, the installation that is generating the ERCs must have an operating permit. Be certain to include the applicable operating permit number and associated construction permit number for the installation.
4. Each application must be signed by a responsible member of the organization who can certify the following statement: "I attest that due diligence has been made to verify that the ERCs referenced in this notice were not previously used, and they have not been generated in whole or in part from actions prohibited in 10 CSR 10-6.410(3)(B)2, *Limits on Generation*, or other provisions of law."
5. For the Notice and Certification of Generation, the narrative description of ERC generation must describe the changes in the process that produced the reduction in emissions. These changes include, but are not limited to, changes in control devices or changes in materials used. Please note that there must be a true modification of the process – curtailing the hours of operation will not qualify for ERC generation.
6. The Generation Period and the Pre-Generation Period (Normal Source Operation) are each normally two (2) years in duration. If you request a shorter period of consideration, you must provide written justification for this exception. Please note that this written justification does not guarantee that your request will be approved.
7. ERCs must be expressed in tons per year.
8. The protocols for quantification of ERCs, as listed on the form, are given in descending order of precedence (i.e., Continuous Emission Monitoring System results are preferred over Stack Test results, etc.). If data is not available for an emission estimation method, or an emission estimation method is impractical for a source, then the subsequent emission estimation method shall be used in its place.
9. For the Notice of Withdrawal, Notice of Intent to Use ERCs, or Notice of Transfer, please include copies of the applicable Notice and Certification of Generation form(s) (i.e., the Form 4B section of the Emissions Banking and Trading Form).
10. For the Notice of Transfer, an original letter, signed by the Authorized Representative of the Account Holder Trading ERCs, which agrees to the requested transfer, must be included.
11. Return the completed application to:

Missouri Department of Natural Resources
Air Pollution Control Program
205 Jefferson Street
P.O. Box 176
Jefferson City, MO 65102-0176